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NSLDS Teacher Loan Forgiveness Submittal Template Cover Letter

The National Student Loan Data System (NSLDS) is pleased to announce the availability for Guaranty Agency (GA) users to report Teacher Loan Forgiveness (TLF) information to NSLDS. These enhancements enable Federal Student Aid (FSA) to track, display, and report TLF information for students who have outstanding Federal Family Education Loan Program (FFELP) loans.

The NSLDSFAP Web site (www.nslsdfap.ed.gov) is now enhanced with new functional features to allow authorized online GA users to update data for students who are granted TLF benefits for Title IV loans. The same GA users will also have the ability to upload and submit data using the NSLDS TLF Submittal Template, which is designed to be used with the Microsoft-Excel™ spreadsheet application.

The following steps outline the NSLDS TLF Submittal Template upload process:

1. Download the NSLDS TLF Submittal Template spreadsheet from www.fsadownload.ed.gov and save it to your computer's local hard drive.
2. Open the NSLDS TLF Submittal Template spreadsheet with MS-Excel, and if prompted, enable macros.
3. Review the Instructions worksheet for column descriptions and entry formats for each data element.
4. Add records to the Upload File worksheet with no more than 50 records/rows of data at a time.
5. Save the NSLDS TLF Submittal Template spreadsheet that contains the TLF information. Note: You can give the spreadsheet a new and unique name, if desired.
6. From the NSLDSFAP Web site, log on and click the **Loan Forgiveness Submittal** link. Enter the location of the File Name of the NSLDS TLF Submittal Template spreadsheet from the previous step.
7. Click the Teacher Loan Forgiveness File Submittal **Submit** button to upload and transfer your TLF data from the spreadsheet to the Teacher Loan Forgiveness Add page.
8. Modify/edit the data, as needed, and then click the **Submit** button to save the data to the NSLDS database.

If you have questions or need assistance, please contact the NSLDS Customer Service Center at 1-800-999-8219 or via e-mail at nsls@ed.gov.